

Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
4/9/2009	1.1	Attachment to Technical Email	DDS

Reset Authorization Invoice Prep Flags

This process will allow the regional center user to quickly reset authorization monthly invoice prep flags so they may regenerate an invoice. This program will be available on PSME23 as Option # 12. Two inputs are required to run this program; the invoice number and the month of service. The program will remove the monthly invoice prep flag (P) for the month of service entered for all authorizations with the matching invoice number for that month. An audit report will be provided listing the authorizations reset for each invoice entered. Printer control is available for the report id PS180R01.

This process will not reset authorization invoice prep flags in all cases, please be aware of the limitations of this process:

- If multiple invoices have been generated for the month, only the last invoice generated for the month of service will be found.
- Invoice numbers that have been assigned manually will not be found.
- If the original invoice is available for processing, it will not allow the invoice prep flags to be reset. Delete the turnaround invoice if you would like to reissue the turnaround. The Delete TAI process (PSME23 Option # 11), will reset the invoice prep flag.
- If the turnaround invoice has been processed or deleted and the invoice is available for processing for Electronic Attendance or E-Billing, Option 70 on the ATMENU will need to be run in order to delete this invoice.
- This process should not be used during authorization maintenance or while generating turnaround invoices.
- This process allows only one user at a time.

To reset authorization invoice prep flags:

- Enter one to nine invoice numbers and the associated month of service.
- Press enter to validate entry.
- Press F2 (twice) to process.
- Check your report (PS180R01) for authorizations updated.
- Reset additional authorization invoice prep flags as needed.

- Generate turnaround invoices.

